

## 2006 NORTH SECTOR BEACH GUIDELINES

Please review the following information which will assist you in completing the Special Event Permit Application and understanding the permit fees.

## I. AVAILABILITY

- ◆ Monday through Sunday, NO major holiday weekends (Friday-Monday).
- ◆ **Times:** Park hours are from 6am to 10pm (gates are open from 6am-9pm) year round.
- ◆ Your permit does not give you exclusive rights to the property. The park will be open to the public. To ensure your space, it is your responsibility to physically occupy your area. Picnic areas will have signage stating that the area has been reserved for your party. Be sure to have your permit with you in case the signs have been tampered with.
- ◆ Any event setting up/breaking down before or after regular park hours will require the presence of a monitor.

## II. FEES (Subject to change)

- ◆ **Activity fees are as follows:** ..... \$ .25 per person per hour
- ◆ **Community Events** (Where the park is a stopping point): \$125.00 to \$500.00 plus \$ .25 per person, all other rules apply.
- ◆ **Site Fees are as follows:**

BOLSA CHICA STATE BEACH

24A & 24B.....\$200.00 each, Saturday & Sunday...\$100.00 each, Monday-Friday

(Between November 1<sup>st</sup> and March 1<sup>st</sup>, Sat. & Sun. will be \$100.00)

18C.....\$50.00 Everyday

17D.....\$100.00 Saturday & Sunday....\$50.00 Monday-Friday

12E.....\$100.00 Saturday & Sunday....\$50.00 Monday-Friday

ALL SAND AREAS.....\$200.00 for each 40X40 foot area

\*\*\*\*\* If catered event or activity spreads out from the picnic area over the bike path to the SAND, which will automatically add

\$200 to the site fee.

HUNTINGTON STATE BEACH

Brookhurst Ramadas A & B ..... \$50.00 each, everyday.

Newland Ramadas A, B, C & D.....\$50.00 each, everyday.

ALL SAND AREAS.....\$200.00 for each 40X40 foot area

\*\*\*\*\* Catering, entertainment or special equipment will automatically add \$200 to the Site Fee.

- ◆ **Monitor Fees:** \$68.00 / hour, with a four (4) hour minimum.  
Monitors are required to be present depending on the size of your party and/or if there is a set up.  
Monitors need to be present from the time set up begins and stay until the event is cleaned up.  
Vendors will not be allowed to set up on the property until the Monitor is present.

**Monitors are also hired for all catered, alcohol and amplified events.**

**The following is a guideline only and will be determined by the Event Coordinator.**

10 to 49 people - Without a set up; will not require a State Park Monitor or be charged an activity fee.

With a set up, one (1) State Park Monitor maybe needed, if so an activity fee will be charged.

50 to 99 people – Without a set up; will not require a State Park Monitor, but will be charged an activity fee.

With a set up, one (1) State Park Monitor, and an activity fee.

99 to 250 people – One (1) State Park Monitor is needed and an activity/site fee will be charged.

251 + -Will require two (2+) State Park Monitors and an activity/site fee will be charged.

**Water activities** may require additional lifeguard monitoring. (Lifeguards are \$25 an hour w/four hour min.)

- ◆ **Weddings:** Will be permitted on the SAND for a Site Fee of \$100.00 for up to 25 guests and \$200 for 26+. Activity fee will be charged as states above. All other fees such as equipment rentals, etc. see “specifications” below. Please choose your wedding venue **north** of our Headquarters Buildings in peak season, as our south end parking lots fills up the earliest. ***Weddings will not be allowed on weekends between Memorial Day and Labor Day due to our busy summer season and parking is limited.*** All fees payable 30 days prior to wedding.
- ◆ **Fundraisers:** Will be charged a Site/Activity fee (site fee will be based on area of usage). An additional charge of 16% of the total gross registration fees, if you are using catering, entertainment or equipment services see specifications below. You will need to submit copies of all contracts, invoices or receipts with the payment 30 days prior to your scheduled event.
- ◆ **Processing Fee:** \$25.00 per permit is non-refundable and must be paid upon submitting permit application. The Processing Fee does not guaranteed event approval. You must have a separate permit for each event date. The processing fee will be credited toward not in addition to small groups reserving picnic areas only.
- ◆ **Picnics 50 people or less** -To secure your date, your processing fee & permit papers are due 15 days in advance and are to be paid in full no later than 10 days prior to your picnic, or you will be promptly removed from the calendar.
- ◆ **Larger events** - To secure your date, your processing fee & permit papers are due 40-60 days in advance and ***ALL remaining fees to be received no later than 30 days*** prior to your event, no exceptions or your event will be promptly removed from the calendar.
- ◆ All fees to be paid by cash or check made out to the **State of California**.

### III. SPECIFICATIONS

- ◆ Food, Alcohol and Entertainment Regulations for **Bolsa Chica State Beach**  
All catered food, beverage, entertainment and equipment rentals ***shall be provided exclusively by Bolsa Chica Catering.*** You can contact Bolsa Chica Catering at (866) 44-Bolsa or (213)739-9913 for menu and pricing or visit their website at <http://www.bolsachicacatering.com>.

#### **A release of venue from Bolsa Chica Catering can be obtained for the following fees:**

5% of total gross outside contracted costs for each company used to Bolsa Chica Catering.

15% of gross total outside contracted costs for each company used to the State of California.

All contracts/invoices are to be sent to the State Event Coordinator. When billed you will be required to make out two separate checks. One to the State of California and one to Bolsa Chica Catering for the release of venue.

All event areas subject to site and activity fee.

- ◆ Food, Alcohol and Entertainment Regulations for **Huntington State Beach**  
If you are using catering, entertainment or equipment services there will be a fee of 16% of your total gross contracted amount to each company used. You will need to submit copies of all contracts, invoices or receipts with 16% payment in full before your scheduled event can take place. All event areas are subject to site/activity fee.
- ◆ DJ's  
No DJ's on weekends between Memorial Day and Labor Day without a catered event.  
DJ's must be hired by reputable company and have their own generator.  
Having a DJ will be an additional \$200 activity/site fee without a catered event, plus monitor.

### IV. INSURANCE

- ◆ One (1) million dollar liability insurance is due 30 days before your event, for picnic and events over 50 people.
- ◆ If alcohol is served it must include host liquor liability, and an approved ABC 218 form.

### V. SITE SPECIFICS/WALK THROUGHS

- ◆ Depending on the complexity of your event an initial walk through maybe necessary. Public safety, access and resource protection will be discussed.
- ◆ Please remember, no set up will be allowed without previous permission as specifically designated on your permit and or walk through documents.
- ◆ **If you want to do/have something that isn't regularly permitted on a normal day by a park visitor and it is not specifically specified on your permit, IT IS NOT PERMITTED.**
- ◆ **No set up of any equipment will be allowed on site without the presence of a monitor.**

- ◆ **You must supply a detailed drawing of your event set-up.**
- ◆ Arrival and departure times of all vendors will be defined and confirmed between the permit tee and Special Event Coordinator for the scheduling of the monitor/staff 30 days prior to the event.
- ◆ The Permit tee is responsible for site clean-up and trash disposal, the beach is to be left clean and free of any debris from your event. If maintenance reports extra cleaning had to be done after your event you will be charged a cleaning fee

## VI. FACILITIES

- Reservations must be paid in advance to be valid.
  - **For catering, entertainment, and equipment rentals - See SPECIFICATIONS.**
  - Gas or charcoal barbecues are allowed (must be 18" off the ground). Dispose of coals at a concrete fire ring.
  - Bon fires are permitted in the concrete fire rings only.
  - **Fire rings, volleyball courts and basketball courts are not reservable (first come, first served only).**
  - A \$25 non-refundable processing fee can be sent to hold a date. The processing fee will be credited toward not in addition to reserving a picnic area. You may send the picnic area fee in lieu of the processing fee if you wish.
  - **No Electrical hookups.** You are not allowed to plug into the restroom buildings. A generator can be used for all electrical needs as long as a monitor is present.
  - **Trash** can be bagged, then transported to our dumpsters at the end of the event. For events of 200 people or more, the Permit tee will need to supply an extra dumpster.
  - **Lighting** will be the responsibility of the Permit tee. Pole lights will need a generator. Tiki Torches are allowed with the guidance of the State Park Monitor. They must be placed at least 20 feet away from any combustible item. Candles are permitted on dinner tables only. If the event goes on after dark you will need to have some type of lighting in or near the restrooms. A battery-operated lantern should work fine.
- ◆ **Bolsa Chica State Beach:**  
Group Picnic Area 24A and B  
 Located at Lot 24, there are 6 picnic tables (accommodates up to 50 people) and 4 BBQ's in *each* of these two areas. Both have a large grass area in front for playing games...etc. '24A' is completely covered, and '24B' is half covered. ***"If"*** you need catering, the Bolsa Chica Catering Co. has its facilities located in the middle of the two areas and can provide catering and entertainment equipment to any events here in Bolsa Chica.  
Other Group Picnic Areas: '18C', Located in lot 19, this area is not covered. This area has 6 picnic tables and a full size basketball court (court is not reservable, but first come first serve). Also, there are posts for a volleyball net located on sand (must supply own net).  
 '17D', located in lot 17, this area is not covered. Area has 5 picnic tables and 4 BBQ's.  
 '12E', located in lot 14, this area is not covered. This area has 6 picnic tables and 4 BBQ's and is located to the far south end of our park, a very peaceful area.  
**Contact Bolsa Chica Catering at (866) 44-Bolsa or (213) 739-9913. [www.bolsachicacatering.com](http://www.bolsachicacatering.com)**
- Bolsa Chica also has an RV campground that you can call for reservations to Reserve America 1-(800) 444-7275 ONLY or go to the website [www.parks.ca.gov](http://www.parks.ca.gov) (do NOT call the Event Coordinator for camping).

- ◆ **Huntington State Beach:**  
Brookhurst Street Group Area  
 Located on the sand near the Brookhurst entrance gate at Huntington State Beach. This area consists of 2 shade shelters (Ramadas); the shelters can be reserved individually or together. #A of the two shelters is wheelchair accessible. We provide two picnic tables with each Ramada. Each shelter accommodates up to 25 people. There are 4 volleyball courts at this location (not reservable, first come, first served only). Each Ramada is equipped with a central generator hook-up, which will activate all the receptacles on the shelter. (You must provide your own generator.) *If requested*, there is a set-up/replacement fee of \$25.00 that will include a windscreen and generator hook-up access. There are no fire rings right in front of any picnic areas; they are all off to the side for safety reasons.  
Newland Street Group area  
 Located on the sand near the Newland entrance gate at Huntington State Beach. *(This Newland entrance gate is rarely open, so you would have to plan to enter at the Beach or Magnolia entrance.)* This area consists of 4 shade shelters (Ramadas). The shelters can be reserved individually or any combinations up to the total of four. #A & B of the 4 shelters are wheelchair accessible. We provide two picnic tables with each Ramada. Each shelter accommodates up to 25 people. There are 6 volleyball courts at this location (not reservable, first come, first served only). Each Ramada is

equipped with a central generator hook-up, which will activate all the receptacles on the shelter. (You must provide your own generator.) *If requested*, there is a set-up/replacement fee of \$25.00 that will include a windscreen and generator hook-up access. There are no fire rings right in front of any picnic areas; they are all off to the side for safety reasons.

## VII. PARTY RENTAL COMPANIES

- ◆ All party rentals must be off the property by 10pm. If the Party Rental Company fails to remove their property by this time, they will be asked to leave their equipment until the following morning. The Park gates will be locked; however the equipment will not be guarded. The State assumes no liability for the items left behind. A State Park Monitor will need to be present the following day for removal of the equipment. A minimum fee of \$200.00 will be charged.
- ◆ **If your break-down time exceeds the time allotted you will be billed the additional monitor time.**
- ◆ It is the Party Rentals responsibility to provide enough staff to set up and break down in the appropriate time frame.
- ◆ Any extension cords that cross walkways need to be secured with a mat to prevent a tripping hazard.
- ◆ See Specifications.

## VIII. TENTS

The permit tee has the option to set up a tent for their event. A permit is required; depending on the size of the tent a permit must be filed with the State Fire Marshall's office and is the responsibility of the permit tee. Please call the State Fire Marshall at (626) 305-1908. If prior arrangements have not been made to tent the property; in the event of bad weather the permit tee will need to make a decision to tent a day in advance. Extra time will be needed for the set up with a State Park Monitor present. The permit tee will need to pay for the State Park Monitors extra time, IN ADVANCE with a cashiers check or money order.

**Tents cannot be enclosed.**

Tents are to be taken down at the conclusion of the event. Rental staff will need to be doubled so there is adequate help to break down within the required time limits.

## IX. CATERERS

- ◆ Dumping of any gray water and/or left over drinks are not allowed any where on the property. It is the caterers and/or permit tees responsibility to provide some type of plastic tote to carry all gray water off the property. The State of California is committed to keeping our beaches healthy and clean.
- Note:** YOU CAN BE CITED FOR THIS!
- ◆ The catering staff and/or permit tee is responsible for the final clean up of the property. This includes all trash, cigarette butts rose petals and food particles left by anyone related to the event. **An inspection will be done with the State Park Monitor before the clean up crew is allowed to leave.**
- After sunset please bring a flashlight as the Rental Company usually has taken down the lighting.
- ◆ Trash can be bagged in the catering zone, then transported to our dumpsters at the end of the event. Please be careful of leaky bags and re-bag if necessary. Special arrangements may need to be made if your guest count is over 200.
  - ◆ Alcohol may be served but not sold with an approved ALCOHOL WAIVER FORM and a State Park Monitor present (see monitor fees). We strictly observe all California alcohol beverage laws. Bartenders will be held responsible not to serve guests under the age of 21 years. To assure all perform their jobs safely and responsibly, we do not allow any staff persons and or vendors to consume alcoholic beverages while on duty.

**Note:** To ensure the safety of the guests, the State reserves the right to shut down the bar in the event of excessive intoxication if the bartender has not already done so.

All caterers must be registered with the Health Department. **If serving alcohol** you must have an active Alcoholic Beverage Control (ABC) license #58 and **turn in a copy of an authorized ABC-218 form for the event date to the Event Coordinator no later than 10 days prior to the event.** Information to the local ABC office serving the Huntington Beach area is (714) 558-4101.

- ◆ Clear ice from the bar may be dumped on the property. The bartender should ask the State Park Monitor for assistance in choosing an appropriate place.
- ◆ Please provide us with a drawing of your event set-up.
- ◆ Be sure ALL your rental companies, employees, etc. know these rules and regulations. You will be held responsible, not them.

## **X. ALCOHOL**

You must ask for and complete the Alcohol Waiver Permit form. It must be approved and paid for in full to have/serve alcohol at any picnic/event. Additional fees and monitors will be required. See the Alcohol Waiver Permit for permit fees and guidelines.

## **XI. MISCELLANEOUS**

- ◆ Your group must abide by all State Park rules and regulations.
- ◆ A fire lane must be maintained throughout the duration of the event.
- ◆ No digging or cutting of shrubbery or trees. No removing Volleyball Court Liners for event purposes. If removal is necessary; arrangements can be made with the Event Coordinator to arrange for proper removal.  
(If volleyball liners have been removed without prior arrangements you will be billed \$600.00 to replace them.)
- ◆ **For reasons of safety and resource protection, please be aware that it is the State Park Monitor's job to direct the vendors with their set up. Please don't hesitate to ask the Monitor about the rules and regulations.**
- ◆ **Amplified music** will require a State Park Monitor. Music needs to be kept at a reasonable level so as not to disturb the other park visitors. The nature of the music must respect common decency, so as not to offend the general public and families that attend the park. All music must be turned off by 10pm posted quiet hours.
- ◆ **Beach Games:** Volleyball nets, canopies or other beach equipment should be placed out of the way of our Lifeguards view and/or path of travel. Please review with the Lifeguard before setting up.
- ◆ **Generators:** Honda type generators may be used as long as they are placed on a piece of plywood. An ABC fire extinguisher needs to be placed near by.

## **XII. RESTRICTED ITEMS:**

- **For weddings we do not allow rice to be thrown. Other alternatives may be bubbles, birdseed or butterflies.**
- **Please do not bring any items that contain confetti or tinsel of any type.**
- **Decorative and/or water balloons are NOT allowed, no eggs.**
- **Dogs must remain leashed at all times and are not allowed on the sand.**
- **Dutch ovens can only be placed within a fire pit. No charcoal in sand.**
- **No glass containers.**
- **No LIVE BANDS.**
- **No large inflatable or jump houses.**

## **XIII. FIRES:**

Fires are permitted in appropriate pits only. No fires are allowed in the sand. Barbeques are allowed as long as they are at least 18" off the ground and preferably stationed near a fire pit. Coals are to be dumped in fire pits only.

## **XIV. FIRST AID/INJURY:**

The California State Parks System is a law enforcement agency. Our State Park Monitors on site have direct contact by phone to an emergency dispatch. Some monitors may have first aid experience and will respond to an injury as necessary. The closest medical facility is either Hoag Hospital in Newport Beach or Huntington Beach Hospital in Huntington Beach.

## **XV. LOST AND FOUND:**

All lost items should be reported to the State Park Monitor on site. They will need a brief description of the item, your name and phone number. Any items discovered to be missing after you leave the grounds should be reported to the Lifeguard Headquarters Office. Any found items will be kept at the Headquarters Office of that park. The event monitor will advise the permitted of any items left behind. To recover any found items you will need to call for an appointment at the Headquarters Office of the beach the item was found on.

~Bolsa Chica State Beach Headquarters (714) 377-5691

~Huntington State Beach Headquarters (714) 536-1454

**XVI. CANCELLATIONS:** The following is our cancellation policy:

- The processing fee is non-refundable at anytime.
- If you cancel with in 14 days of your event date, you will not be refunded for the site/picnic area fees, but all other fees will be refunded to you. Please allow four to six weeks of processing time to receive your refund.
- We do not allow confirmed dates with deposits to be transferred into another person's name.
- Cancellations due to natural disasters or Acts of God, (i.e. fire, floods or earthquakes) will be reimbursed.
- You will not be refunded if you choose to cancel due to rain. (Please read tent regulations).

**XVII. PARKING INFORMATION AND FEES**

**No vehicles permitted on sidewalks** or in picnic areas for loading or unloading of food and supplies without approval of the Event Coordinator and a State Parks Monitor present.

**Group reservations do not guarantee parking.** All parking is on a first-come, first-served basis. These parks do fill-up quickly and the parking lots may close as early as 10 a.m. on peak summer weekends.

**There are no pre-paid/preferred parking privileges allowed.**

**Parking fees:** \$ 10.00 per vehicle (normal day-use fee)  
\$ 50.00 per bus (10 - 24 passengers)  
\$100.00 per bus (25 or more passengers)

**XVIII. RESERVATIONS:**

**The Picnic and Event Reservation phone number is (714) 377-9422.**

Reservations may be made up to one year in advance. **An area is not reserved until the reservation paperwork and the full reservation fee is received and approved by the Event Coordinator.**

Reservations may be made in person at the Bolsa Chica State Beach Visitor Center (Between Seapoint and Warner on PCH in Huntington Beach), **or** mailed to:

Special Event Coordinator  
21601 Pacific Coast Highway  
Huntington Beach, CA 92646

**For Fed Ex/UPS use the following address only:**

17851 Pacific Coast Hwy  
Huntington Beach, CA 92649

You can email any questions/availability to **northsectorevents@parks.ca.gov** .

Office hours are 9:00 a.m. - 4:00 p.m., Tuesday through Friday.

All fees are non-refundable and non-transferable. A \$25 processing fee will be charged to all groups requesting a change in date or site, once the reservation has been booked.

**No reservations are accepted for Memorial Day, July 4<sup>th</sup> or Labor Day weekends. No Exceptions. All areas are on a first come, first served basis at these times.**

**FAX requests will not be accepted.** We accept cash or checks only. Checks should be made payable to: State of California.

**Thank you for your interest in Bolsa Chica and Huntington State Beaches.**